**Competency Assessments**

**Project 7-1: Corporate Reorganization**

**You are the director of operations at Fabrikam, Inc., a company that develops fabric treatments for use in the textile industry. Your company is undergoing reorganization, and you need to prepare a presentation that shows how groups will be aligned in the new structure. You can use a SmartArt diagram to show the new organization.**

**GET READY**. **LAUNCH** PowerPoint if it is not already running.

**1. OPEN** the ***Reorganization*** presentation and save it as ***Reorganization Final****.*

**2.** Go to slide 2 and click the **Insert SmartArt Graphic** icon in the content placeholder.

**3.** Click the **Hierarchy** type, click the **Hierarchy** layout, and then click **OK**.

**4.** Click in the top-level shape and type **Operations**.

**5.** Click in the first second-level shape and type **Production**.

**6.** Click in the second second-level shape and type **R & D**.

**7.** Click in the first third-level shape and type **Manufacturing**.

**8.** Delete the other third-level shape under Production.

**9.** Click in the remaining third-level shape (under R & D) and type **Quality Assurance**.

**10.** Click the **Manufacturing** shape to select it. Then click the **Add Shape drop-down arrow** and select **Add Shape Below**.

**11.** Type **Fulfillment** in the new shape.

**12.** Display the SmartArt Styles gallery and click the **Polished** style (the first style under **3D** Effect).

**13.** Display the Change Colors gallery and click one of the Colorful gallery choices.

**14.** Display the Layouts gallery and click the **Horizontal Hierarchy** layout.

**15. SAVE** the presentation and **CLOSE** the file.

**LEAVE** PowerPoint open for use in the next project.

**Project 7-2: Meeting Agenda**

**You work for the city manager of Center City. She has asked you to create an agenda to display at an upcoming meeting of the city’s department heads. She has supplied the bulleted text on an existing slide. You can use this text to make the agenda look more interesting.**

**1. OPEN** the ***Meeting Agenda*** presentation.

**2.** Click in the content placeholder, click the **Convert to SmartArt Graphic** button, and then click **More SmartArt Graphics**.

**3.** Click the **Vertical Box List** layout, then click **OK**.

**4.** Click the first shape to select it, click the **Add Shape drop-down arrow**, and then click **Add Shape After**.

**5.** Type **Budget Cuts** in the new shape.

**6.** Display the Layout gallery and click the **Vertical Bullet List** layout.

**7.** Display the Change Colors gallery and click the **Transparent Gradient Range—Accent 5** option.

**8. SAVE** the presentation as ***Meeting Agenda Final*** and **CLOSE** the file.

**LEAVE** PowerPoint open for use in the next project.

**Proficiency Assessments**

**Project 7-3: Wine List**

**You are the general manager of the Coho Winery, and you are about to present some new wines to your staff. You can make the information more visually exciting using a SmartArt diagram.**

**1. OPEN** the ***New Wines*** presentation.

**2.** Convert the bulleted list to the Vertical Block List diagram.

**3.** Click the empty shape at the top of the diagram and remove it.

**4.** Click at the end of the one Premium bulleted item, press **Enter**, and type **Coho Reserve Chardonnay $31.99**.

**5.** Change the orientation of the diagram so that the shape text is at the right and the bulleted text at the left.

**6.** Reduce the size of the Whites, Reds, Sparkling, and Premium shapes by selecting each and clicking the **Smaller** button one time.

**7.** Apply a SmartArt Style of your choice to the diagram.

**8.** Apply a new color scheme of your choice to the diagram using the Change Colors button on the SmartArt Tools Design tab.

**9.** Change the text color to black in the shapes at the right side of the diagram.

**10. SAVE** the presentation as ***New Wines Final*** and **CLOSE** the file.

**LEAVE** PowerPoint open for use in the next project.

**Project 7-4: On Paper**

**You are the plant manager for Northwind Paper Company. You are scheduled to give a presentation to a class of art students to explain how paper is made. You can use a diagram to make the process more visually interesting.**

**1. OPEN** the ***Paper*** presentation.

**2.** Go to slide 4 and insert a new SmartArt diagram. In the Relationship type, choose the **Funnel** layout.

**3.** Display the Text pane and replace the placeholder text with the following four items:

**Pulp**

**Stock**

**Press & Dry**

**Paper**

**4.** Apply the Subtle Effect style to the diagram.

**5.** Change the diagram to the **Staggered Process** layout in the Process type.

**6.** Change the font size of all shapes in the diagram to 32 pt.

**7. SAVE** the presentation as ***Paper Final*** and **CLOSE** the file.

**LEAVE** PowerPoint open for use in the next project.

**Mastery Assessments**

**Project 7-5: Tiger Tales**

**You are the owner of a karate studio that specializes in teaching youngsters. You are working on a presentation to give at local schools and after-school care centers. You want to add a diagram to your presentation to stress the importance of having the proper attitude when learning karate.**

**1. OPEN** the ***Tigers*** presentation.

**2.** Go to slide 3 and use the bulleted list to create a new SmartArt diagram using the Titled Matrix layout. Note that only the first bulleted item displays in the diagram.

**3.** Display the Text pane, if necessary, and click the **Respect** item, which is currently grayed out with a red X over the bullet.

**4.** Demote this item. It will then display in the upper-left matrix shape. However, you still can’t see it because its text is the same color as the background.

**5.** Change the text color for the demoted text to white.

**6.** Repeat steps 4 and 5 for each of the other bullet points, so they all become visible.

**7.** Change the orientation of the diagram to Right-to-Left.

**8.** Apply a SmartArt style of your choice.

**9.** Use the Shape Fill menu to apply a fi ll color to the Core Beliefs shape that is not a theme color but coordinates well with the other shape colors.

**10.** On the SmartArt Tools Design tab, click Convert, then Convert to Shapes. The diagram is converted to a graphic.

**11. SAVE** the presentation as ***Tigers Final*** and **CLOSE** the file.

**LEAVE** PowerPoint open for use in the next project.

**Project 7-6: Pie Time**

**You are the franchising manager for Coho Pie Safe, a chain of bakeries specializing in fresh-baked pies and other bakery treats. You are working on a presentation to help potential franchisees understand the company. Use a diagram to display information about revenue sources.**

**1. OPEN** the ***Pies*** presentation.

**2.** Go to slide 3 and insert a Basic Pie diagram from the Relationship type.

**3.** Use the Text pane to insert the following information in the diagram:

**Birthdays**

**Weddings**

**Reunions**

**4.** Add two new shapes to the pie with the text Restaurants and Church Socials.

**5.** Change the diagram type to a Vertical Arrow List layout.

**6.** Click in the arrow shape to the right of the Birthdays shape and type **All ages**.

**7.** Add bulleted text as follows for the remaining arrows:

**Weddings Both formal and informal**

**Reunions Per item or bulk sales**

**Restaurants Steady income year round**

**Church Socials Per item or bulk sales**

**8.** Adjust shape size and bulleted text size as necessary to make the diagram text smaller so it looks more proportional to the slide title.

**9.** Apply a SmartArt style and a different color scheme of your choice.

**10.** Click each of the bulleted list arrow shapes and adjust the vertical text alignment to Middle. (Hint: Use the Align Text button in the Paragraph group on the Home tab.)

**11. SAVE** the presentation as ***Pies Final*** and **CLOSE** the file.

**EXIT** PowerPoint.